



MARTHA COAKLEY  
ATTORNEY GENERAL

# THE COMMONWEALTH OF MASSACHUSETTS

## OFFICE OF THE ATTORNEY GENERAL

MUNICIPAL LAW UNIT  
1350 MAIN STREET, 4TH FLOOR  
SPRINGFIELD, MASSACHUSETTS 01103-1629

### **By-Law Submittal Forms**

**Note:** Please omit the forms not being used in the submission of your packet.

#### **Form 1 – Cover Letter (MANDATORY)**

On Form 1, the town clerk makes a formal request for approval of by-law/charter amendments, and provides basic information related to the packet. We have added a place for a contact person on the planning board. All Articles and maps being submitted from the same Town Meeting may be listed on one form. It is not necessary to list zoning on one form and general on another.

#### **Form 2 – Town Meeting Action (MANDATORY)**

Attach to Form 2:

1. A certified copy of the existing by-law;
2. Three (3) certified copies of town meeting action;
3. A certified copy of the final version of the by-law as amended; and,
4. An annotated comparison indicating all changes to the existing by-law.

#### **Form 3 – Zoning and/or Historic District Maps (AS REQUIRED)**

Please attach two (2) certified copies of all maps where the vote of Town Meeting entails a change in the zoning map. Identify Article numbers on map.

#### **Form 4 – Town Meeting Certification (MANDATORY)**

This form allows us to determine if the town meeting was properly convened. We have added a request for a copy of the text referred to, but not set forth in the warrant articles. In the past, we have had to call the clerk to obtain this text.

#### **Form 5 – Additional Information Required for Charter Amendments Proposed Pursuant to M.G.L. c. 43B, § 10 (AS REQUIRED)**

This form is intended for use in connection with the procedures for charter amendments as set forth in M.G.L. c. 43B, § 10.

#### **Form 6 – Relevant Laws (MANDATORY)**

This form enables us to determine if the Town's authority to enact the submitted by-law derives from a local option statute or a special act. The Town risks disapproval if its authority derives from a local option statute or special act which is not disclosed to the Attorney General.

#### **Form 7 – Zoning Procedures/Attachments (AS REQUIRED)**

This form enables us to verify that the town has complied with the procedural requirements of M.G.L. c. 40A, § 5, for the enactment of zoning by-laws. Please remember to attach a copy of each item requested. Also, we have added language requesting in Dates 3 and 5 that you mark the article numbers in the planning board notice that is published and posted. We have asked that this be done in the past, but some do and some don't.

#### **Form 8 – Additional Information Required for the approval of Historic District By-laws Adopted Pursuant to MG.L. c. 40C, § 3 (AS REQUIRED)**

This form enables us to verify that the town has met the procedural requirements of M.G.L. c. 40C, § 3.